



MEMORANDUM

TO: ALL NAVAJO NATION EMPLOYEES
Executive Branch Divisions

FROM: Arbin Mitchell
Arbin Mitchell, Chief of Staff
Office of the President and Vice President

DATE: December 28, 2012

SUBJECT: *Partial Early Release- (4) Hours Administrative Leave*

This memo will serve as official notice for a 4-hour early release for most Navajo Nation Executive Branch employees, permanent and temporary, on Monday, December 31, 2012, from 1:00 PM- 5:00 PM. Employees that are not granted four (4) hours of Administrative Leave include the following:

1. Political Appointees/ At-will employees
2. Employees working on closeout of external funded grants with end dates of December 31, 2012.
3. Emergency responders and other essential employees will continue to maintain services as needed for the safety of the public

Thank you for your hard work and service to the Navajo people. The President and Vice President hope that you enjoy the holiday safely with your family and friends. If you should have further questions, please call (928) 871-7000.

CC: Rex Lee Jim, Vice President
Arbin Mitchell, Chief of Staff
Johnny Naize, Speaker
Herb Yazzie, Chief Justice
Division Directors
File